

**BYLAWS**  
**OF**  
**ICAPS, Inc.**  
**A CALIFORNIA PUBLIC BENEFIT CORPORATION**

**ARTICLE 1. OFFICES**

**SECTION 1. PRINCIPAL OFFICE**



**Amended**  
**2009**  
**2010**

The principal office of the corporation for the transaction of its business is located in San Mateo County, California.

**SECTION 2. CHANGE OF ADDRESS**

The county of the corporation's principal office can be changed only by amendment of these bylaws and not otherwise. The board of directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these bylaws.

_____	Dated: _____
_____	Dated: _____
_____	Dated: _____

**SECTION 3. OTHER OFFICES**

The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the board of directors may, from time to time, designate.

**ARTICLE 2. PURPOSES**

**SECTION 1. OBJECTIVES AND PURPOSES**

The primary objectives and purposes of this corporation shall be to further the field of automated planning and scheduling

1. through the organization of technical meetings, including the annual ICAPS conference,
2. through the organization of summer schools, tutorials and training activities at various events,
3. through the organization of planning & scheduling competitions, benchmarking and other means of advancing and assessing the state of the art in the field,
4. by promoting the involvement of young scientists in the field through scholarships and other means,
5. by promoting and disseminating publications, planning & scheduling systems, domains, simulators, software tools and technical material.

## **ARTICLE 3. DIRECTORS**

### **SECTION 1. NUMBER**

The corporation shall have not less than twelve (12) nor more than twenty-four (24) directors, with the exact number to be fixed within these limits by approval of the board of directors or the members, if any, in the manner provided by these bylaws. Collectively they shall be known as the board of directors. The number may be changed by amendment of this bylaw, or by repeal of this bylaw and adoption of a new bylaw, as provided in these bylaws.

### **SECTION 2. POWERS**

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the articles of incorporation and bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the board of directors.

### **SECTION 3. DUTIES**

It shall be the duty of the directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the articles of incorporation of this corporation, or by these bylaws;
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
- (c) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these bylaws;

- (e) Register their addresses with the secretary of the corporation and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

## **SECTION 4. TERMS OF OFFICE**

Each director shall hold office for six years.

Since ICAPS started with 12 directors in 2002, the six year term means that the number of directors will grow from 12 to 24 from 2002 to 2008. In 2008 the original directors will retire and the number of directors will remain at 12.

## **SECTION 5. COMPENSATION**

Directors shall serve without compensation. In addition, they shall not be allowed advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 3 of this Article. Directors may not be compensated for rendering services to the corporation in any capacity other than director unless such other compensation is reasonable and is allowable under the provisions of Section 6 of this Article.

## **SECTION 6. RESTRICTION REGARDING INTERESTED DIRECTORS**

Notwithstanding any other provision of these bylaws, not more than forty-nine percent (49%) of the persons serving on the board may be interested persons. For purposes of this Section, “interested persons” means either:

- (a) Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full- or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; or
- (b) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

## **SECTION 7. PLACE OF MEETINGS**



**Amended  
2004**

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such place within or without the State of California which has been designated from time to time by resolution of the board of directors. In the absence of such designation, any meeting not held at the principal office of the corporation shall be valid only if held on the consent of all directors given either before or after the meeting and filed with the secretary of the corporation or after all board members have been given written notice of the meeting as hereinafter provided for special meetings of the board.

Any meeting, regular or special, may be held by conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting through use

of conference telephone constitutes presence in person at that meeting so long as all directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if all of the following apply:

- a) Each director participating in the meeting can communicate with all of the other directors concurrently;
- b) Each director is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation; and
- c) The corporation adopts and implements some means of verifying (1) that all persons participating in the meeting are directors of the corporation or are otherwise entitled to participate in the meeting, and (2) that all actions of, or votes by, the board are taken and cast only by directors and not by persons who are not directors.

## SECTION 8. REGULAR AND ANNUAL MEETINGS

Amended  
2008  
2009  
2010

Regular meetings of directors shall be held during the annual ICAPS meeting. If for any reason there is no ICAPS in the year in question, then the annual meeting will be held on June 1st at 6pm PDT.

If this corporation makes no provision for members, then, at the annual meeting of directors held on the second day of the annual ICAPS meeting at 6PM local time, two (2) new directors shall be elected by the board of directors in accordance with this section. Cumulative voting by directors for the election of directors shall not be permitted.

The organizers of each ICAPS conference will nominate the candidates for the two new members of board of directors each year. At least 120 days prior to the commencement of the ICAPS conference in a given year the ICAPS president shall solicit three nominees from the conference organizers. The candidates for directors will presumably, but not necessarily be from among the organizers. At least 90 days prior to the commencement of the ICAPS conference in a year, the organizers of the conference shall nominate three candidates. At the annual meeting, each nominated candidate must first be concurred by a majority of the directors. Each director shall cast two votes, with voting being by ballot only. The candidates receiving the highest number of votes shall be elected. Any remaining vacancies will be filled by the vacancies provisions specified below.

The term of the newly elected directors begins on the date of their election, and runs until the annual meeting 6 years later.

Determination of ICAPS locations/organizers: to be determined at the annual meeting by majority vote of the directors. In the event that no proposed location receives a majority vote, a run-off will take place with only the top two vote-getters (more if ties) eligible for

ballots. At each ICAPS conference the president should announce the organizers and the location of the two forthcoming ICAPS conferences.

## **SECTION 9. SPECIAL MEETINGS**

Special meetings of the board of directors may be called by the chairperson of the board, the president, the president elect, the secretary, or by any two directors, and such meetings shall be held at the place, within or without the State of California, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the corporation.

## **SECTION 10. NOTICE OF MEETINGS**



**Amended  
2004**

Regular meetings of the board may be held without notice. Special meetings of the board shall be held upon four (4) days' notice by first-class mail or four (4) days' notice delivered personally or by email, telephone, or telegraph. If sent by mail, email, or telegraph, the notice shall be deemed to be delivered on its deposit in the mails or on its delivery to the telegraph company. Such notices shall be addressed to each director at his or her address as shown on the books of the corporation. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place of the adjourned meeting are fixed at the meeting adjourned and if such adjourned meeting is held no more than twenty-four (24) hours from the time of the original meeting. Notice shall be given of any adjourned regular or special meeting to directors absent from the original meeting if the adjourned meeting is held more than twenty-four (24) hours from the time of the original meeting.

## **SECTION 11. CONTENTS OF NOTICE**

Notice of meetings not herein dispensed with shall specify the place, day, and hour of the meeting. The purpose of any board meeting need not be specified in the notice.

## **SECTION 12. WAIVER OF NOTICE AND CONSENT TO HOLDING MEETINGS**

The transactions of any meeting of the board, however called and noticed or wherever held, are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, as hereinafter defined, is present and provided that either before or after the meeting each director not present signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

## **SECTION 13. QUORUM FOR MEETINGS**

A quorum shall consist of a majority of the board of Directors.

Except as otherwise provided in these bylaws or in the articles of incorporation of this corporation, or by law, no business shall be considered by the board at any meeting at which a quorum, as hereinafter defined, is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn. However, a majority of the directors present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the board.

When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken, except as provided in Section 10 of this Article.

The directors present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, or the articles of incorporation or bylaws of this corporation.

## **SECTION 14. MAJORITY ACTION AS BOARD ACTION**

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the board of directors, unless the articles of incorporation or bylaws of this corporation, or provisions of the California Nonprofit Public Benefit Corporation Law, particularly those provisions relating to appointment of committees (Section 5212), approval of contracts or transactions in which a director has a material financial interest (Section 5233) and indemnification of directors (Section 5238e), require a greater percentage or different voting rules for approval of a matter by the board.

## **SECTION 15. CONDUCT OF MEETINGS**

Meetings of the board of directors shall be presided over by the chairperson of the board, or, if no such person has been so designated or, in his or her absence, the president of the corporation or, in his or her absence, by the president elect of the corporation or, in the absence of each of these persons, by a chairperson chosen by a majority of the directors present at the meeting. The secretary of the corporation shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary of the meeting.

Meetings shall be governed by Roberts' Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these bylaws, with the articles of incorporation of this corporation, or with provisions of law.

## **SECTION 16. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING**

Any action required or permitted to be taken by the board of directors under any provision of law may be taken without a meeting, if all members of the board shall individually or collectively consent in writing to such action. For the purposes of this Section only, “all members of the board” shall not include any “interested director” as defined in Section 5233 of the California Nonprofit Public Benefit Corporation Law. Such written consent or consents shall be filed with the minutes of the proceedings of the board. Such action by written consent shall have the same force and effect as the unanimous vote of the directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the board of directors without a meeting and that the bylaws of this corporation authorize the directors to so act, and such statement shall be prima facie evidence of such authority.

## **SECTION 17. VACANCIES**

Vacancies on the board of directors shall exist (1) on the death, resignation, or removal of any director, and (2) whenever the number of authorized directors is increased.

The board of directors may declare vacant the office of a director who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following of the California Nonprofit Public Benefit Corporation Law.

If this corporation has any members, then, if the corporation has fewer than fifty (50) members, directors may be removed without cause by a majority of all members, or, if the corporation has fifty (50) or more members, by vote of a majority of the votes represented at a membership meeting at which a quorum is present.

If this corporation has no members, directors may be removed without cause by a majority of the directors then in office.

Any director may resign effective upon giving written notice to the chairperson of the board, the president, the secretary, or the board of directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the attorney general.

Vacancies on the board may be filled by approval of the board or, if the number of directors then in office is less than a quorum, by (1) the unanimous written consent of the directors then in office, (2) the affirmative vote of a majority of the directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of these bylaws, or (3) a sole remaining director. If this corporation has members, however, vacancies created by the removal of a director may be filled only by the approval of the members. The members,

if any, of this corporation may elect a director at any time to fill any vacancy not filled by the directors.

A person elected to fill a vacancy as provided by this Section shall hold office for the remaining term of the director being replaced or until his or her death, resignation, or removal from office.

## **SECTION 18. NONLIABILITY OF DIRECTORS**

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

## **SECTION 19. INDEMNIFICATION BY CORPORATION OF DIRECTORS, OFFICERS, EMPLOYEES, AND OTHER AGENTS**

To the extent that a person who is, or was, a director, officer, employee, or other agent of this corporation has been successful on the merits in defense of any civil, criminal, administrative, or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the corporation, or has been successful in defense of any claim, issue, or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements, and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by, and in accordance with the requirements of, Section 5238 of the California Nonprofit Public Benefit Corporation Law.

## **SECTION 20. INSURANCE FOR CORPORATE AGENTS**

The board of directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

# **ARTICLE 4. OFFICERS**

## **SECTION 1. NUMBER OF OFFICERS**

The officers of the corporation shall be a president, a president elect, a conference liaison, a secretary, and a chief financial officer who shall be designated the treasurer. The corporation



may also have, as determined by the board of directors, a chairperson of the board, one or more vice presidents, assistant secretaries, assistant treasurers, or other officers. Any number of offices may be held by the same person except that neither the secretary nor the treasurer may serve as the president or chairperson of the board.

## **SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE**



Amended  
2006  
2010  
2016  
2024

Any person may serve as an officer of this corporation. Officers shall be elected by the board of directors, at any time, and each officer shall hold office for a period of two (2) years or until he or she resigns, is removed or is otherwise disqualified to serve, whichever occurs first.

The President Elect position is not renewable. Election of ICAPS officers takes place on even years, except in the case of resignation. All current members whose remaining term as a director is not shorter than four years for President elect and two years for the two other officers are eligible. Approximately 90 days prior to the ICAPS conference the President shall solicit nominations from the directors.

The election shall occur in two stages, with first an election for the president elect position, followed by election of conference liaison, secretary, and treasurer. All posts shall be filled by the highest vote-getter. Ties shall result in a runoff of the two highest vote receivers. If a tie still results it shall be broken by the current president.

The changeover of officers and directors will take place at the conclusion of the ICAPS annual meeting. President-elect becomes president at the ICAPS conference two years following his or her election. If for any reason there is no ICAPS in the year in question, then June 1st is the reference date for the changeover.

## **SECTION 3. SUBORDINATE OFFICERS**

The board of directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the board of directors.

## **SECTION 4. REMOVAL AND RESIGNATION**

Any officer may be removed, either with or without cause, by the board of directors, at any time. Any officer may resign at any time by giving written notice to the board of directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the board of directors relating to the employment of any officer of the corporation.

## **SECTION 5. VACANCIES**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the board of directors. In the event of a vacancy in any office other than that of president, such vacancy may be filled temporarily by appointment by the president until such time as the board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine.

## **SECTION 6. DUTIES OF PRESIDENT**

The president shall be the chief executive officer of the corporation and shall, subject to the control of the board of directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be prescribed from time to time by the board of directors. Unless another person is specifically appointed as chairperson of the board of directors, he or she shall preside at all meetings of the board of directors. If applicable, the president shall preside at all meetings of the members. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the board of directors.

## **SECTION 7. DUTIES OF PRESIDENT ELECT**

The president elect shall be responsible for tracking ICAPS issues in preparation for assuming presidency as well as other ad hoc tasks as required by the directors. In the absence of the president, or in the event of his or her inability or refusal to act, the president elect shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions on, the president. The president elect shall have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the board of directors.

## **SECTION 8. DUTIES OF SECRETARY**

The secretary shall:

- Certify and keep at the principal office of the corporation the original, or a copy of these bylaws as amended or otherwise altered to date.
- Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

- See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.
- Be custodian of the the records and of the seal of the corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the corporation under its seal is authorized by law or these bylaws.
- Keep at the principal office of the corporation a membership book containing the name and address of each and any member, and, in the case where any membership has been terminated, the secretary shall record such fact in the membership book together with the date on which such membership ceased.
- Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefor, the bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.
- In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

## **SECTION 9. DUTIES OF TREASURER**

Subject to the provisions of these bylaws relating to the “Execution of Instruments, Deposits, and Funds,” the treasurer shall:

- Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors.
- Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
- Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- Keep and maintain adequate and correct accounts of the corporation’s properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefor.
- Render to the president and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation.
- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

- In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

## **SECTION 10. DUTIES OF THE CONFERENCE LIAISON**

The conference liaison shall be responsible for working with ICAPS conference organizers to ensure smooth running of the conference and financial solvency of the individual conferences. He or she will be responsible for notifying the directors in the event of any difficulties in the operation of the conference relating to paper submissions, venue, budget, conference/meeting conflict, proceedings/publication.

## **SECTION 11. COMPENSATION**

The salaries of the officers, if any, shall be fixed from time to time by resolution of the board of directors, and no officer shall be prevented from receiving such salary by reason of the fact that he or she is also a director of the corporation, provided, however, that such compensation paid a director for serving as an officer of this corporation shall only be allowed if permitted under the provisions of Article 3, Section 6 of these bylaws. In all cases, any salaries received by officers of this corporation shall be reasonable and given in return for services actually rendered for the corporation which relate to the performance of the charitable or public purposes of this corporation.

# **ARTICLE 5. COMMITTEES**

## **SECTION 1. EXECUTIVE COMMITTEE OF THE BOARD**

The board of directors may, by a majority vote of directors, designate two (2) or more of its members (who may also be serving as officers of this corporation) to constitute an executive committee of the board and delegate to such committee any of the powers and authority of the board in the management of the business and affairs of the corporation, except with respect to:

- (a) The approval of any action which, under law or the provisions of these bylaws, requires the approval of the members or of a majority of all of the members.
- (b) The filling of vacancies on the board or on any committee that has the authority of the board.
- (c) The fixing of compensation of the directors for serving on the board or on any committee.
- (d) The amendment or repeal of bylaws or the adoption of new bylaws.
- (e) The amendment or repeal or any resolution of the board which by its express terms is not so amendable or repealable.

- (f) The appointment of committees of the board or the members thereof.
- (g) The expenditure of corporate funds to support a nominee for director after there are more people nominated for director than can be elected.
- (h) The approval of any transaction to which this corporation is a party and in which one or more of the directors has a material financial interest, except as expressly provided in Section 5233(d)(3) of the California Nonprofit Public Benefit Corporation Law.

By a majority vote of its members then in office, the board may at any time revoke or modify any or all of the authority so delegated, increase or decrease but not below two (2) the number of its members, and fill vacancies therein from the members of the board. The committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

## **SECTION 2. OTHER COMMITTEES**

The corporation shall have such other committees as may from time to time be designated by resolution of the board of directors. Such other committees may consist of persons who are not also members of the board. These additional committees shall act in an advisory capacity only to the board and shall be clearly titled as “advisory” committees.

## **SECTION 3. MEETINGS AND ACTION OF COMMITTEES**

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these bylaws concerning meetings of the board of directors, with such changes in the context of such bylaw provisions as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular meetings of committees may be fixed by resolution of the board of directors or by the committee. The time for special meetings of committees may also be fixed by the board of directors. The board of directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these bylaws.

# **ARTICLE 6. EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS**

## **SECTION 1. EXECUTION OF INSTRUMENTS**

The board of directors, except as otherwise provided in these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. The president and treasurer are authorized to spend up to \$10,000 each year and to advance up to \$50,000 to the organizers of upcoming



**Amended  
2010**

ICAPS conferences that have been selected by the board without a specific resolution by the board. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

## **SECTION 2. CHECKS AND NOTES**

Amended  
2010

Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer or an agent of the corporation that has been authorized by the board of directors as instructed by the treasurer.

## **SECTION 3. DEPOSITS**

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors may select.

## **SECTION 4. GIFTS**

The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of this corporation.

# **ARTICLE 7. CORPORATE RECORDS, REPORTS, AND SEAL**

## **SECTION 1. MAINTENANCE OF CORPORATE RECORDS**

Amended  
2010

The corporation shall keep at its principal office in the State of California or on the official ICAPS website:

- (a) Minutes of all meetings of directors, committees of the board and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- (b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- (c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;

- (d) A copy of the corporation's articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

## **SECTION 2. CORPORATE SEAL**

The board of directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

## **SECTION 3. DIRECTORS' INSPECTION RIGHTS**

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation.

## **SECTION 4. MEMBERS' INSPECTION RIGHTS**

If this corporation has any members, then each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

- (a) To inspect and copy the record of all members' names, addresses, and voting rights, at reasonable times, upon five (5) business days' prior written demand on the corporation, which demand shall state the purpose for which the inspection rights are requested.
- (b) To obtain from the secretary of the corporation, upon written demand and payment of a reasonable charge, an alphabetized list of the names, addresses, and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available on or before the later of ten (10) business days after the demand is received or after the date specified therein as of which the list is to be compiled.
- (c) To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the corporation by the member, for a purpose reasonably related to such person's interests as a member.

## **SECTION 5. RIGHT TO COPY AND MAKE EXTRACTS**

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

## **SECTION 6. ANNUAL REPORT**

The board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year to all directors of the corporation and, if this corporation has members, to any member who requests it in writing, which report shall contain the following information in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year;
- (d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year;
- (e) Any information required by Section 7 of this Article.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

If this corporation has members, then, if this corporation receives TWENTY-FIVE THOUSAND DOLLARS (\$25,000), or more, in gross revenues or receipts during the fiscal year, this corporation shall automatically send the above annual report to all members, in such manner, at such time, and with such contents, including an accompanying report from independent accountants or certification of a corporate officer, as specified by the above provisions of this Section relating to the annual report.

## **SECTION 7. ANNUAL STATEMENT OF SPECIFIC TRANSACTIONS TO MEMBERS**

This corporation shall mail or deliver to all directors and any and all members a statement within one hundred and twenty (120) days after the close of its fiscal year which briefly describes the amount and circumstances of any indemnification or transaction of the following kind:

- (a) Any transaction in which the corporation, or its parent or its subsidiary, was a party, and in which either of the following had a direct or indirect material financial interest:
  - (1) Any director or officer of the corporation, or its parent or its subsidiary (a mere common directorship shall not be considered a material financial interest); or



- (2) Any holder of more than ten percent (10%) of the voting power of the corporation, its parent, or its subsidiary.

The above statement need only be provided with respect to a transaction during the previous fiscal year involving more than FIFTY THOUSAND DOLLARS (\$50,000) or which was one of a number of transactions with the same persons involving, in the aggregate, more than FIFTY THOUSAND DOLLARS (\$50,000).

Similarly, the statement need only be provided with respect to indemnifications or advances aggregating more than TEN THOUSAND DOLLARS (\$10,000) paid during the previous fiscal year to any director or officer, except that no such statement need be made if such indemnification was approved by the members pursuant to Section 5238(e)(2) of the California Nonprofit Public Benefit Corporation Law.

Any statement required by this Section shall briefly describe the names of the interested persons involved in such transactions, stating each person's relationship to the corporation, the nature of such person's interest in the transaction and, where practical, the amount of such interest, provided that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

If this corporation has any members and provides all members with an annual report according to the provisions of Section 6 of this Article, then such annual report shall include the information required by this Section.

## **ARTICLE 8. FISCAL YEAR**

### **SECTION 1. FISCAL YEAR OF THE CORPORATION**

The fiscal year of the corporation shall begin on the first day of January and end on the last day of December in each year.

## **ARTICLE 9. AMENDMENT OF BYLAWS**

### **SECTION 1. AMENDMENT**

Subject to any provision of law applicable to the amendment of bylaws of public benefit nonprofit corporations, these bylaws, or any of them, may be altered, amended, or repealed and new bylaws adopted as follows:

- (a) Subject to the power of members, if any, to change or repeal these bylaws under Section 5150 of the Corporations Code, by approval of the board of directors unless the bylaw amendment would materially and adversely affect the rights of members, if any, as to voting or transfer, provided, however, if this corporation has admitted any members, then a bylaw specifying or changing the fixed number of directors of the corporation, the maximum or minimum number of directors, or changing from

a fixed to variable board or vice versa, may not be adopted, amended, or repealed except as provided in subparagraph (b) of this Section; or

(b) By approval of the members, if any, of this corporation.

## **ARTICLE 10. AMENDMENT OF ARTICLES**

### **SECTION 1. AMENDMENT OF ARTICLES BEFORE ADMISSION OF MEMBERS**

Before any members have been admitted to the corporation, any amendment of the articles of incorporation may be adopted by approval of the board of directors.

### **SECTION 2. AMENDMENT OF ARTICLES AFTER ADMISSION OF MEMBERS**

After members, if any, have been admitted to the corporation, amendment of the articles of incorporation may be adopted by the approval of the board of directors and by the approval of the members of this corporation.

### **SECTION 3. CERTAIN AMENDMENTS**

Notwithstanding the above sections of this Article, this corporation shall not amend its articles of incorporation to alter any statement which appears in the original articles of incorporation of the names and addresses of the first directors of this corporation, nor the name and address of its initial agent, except to correct an error in such statement or to delete such statement after the corporation has filed a “Statement by a Domestic Nonprofit Corporation” pursuant to Section 6210 of the California Nonprofit Corporation Law.

## **ARTICLE 11. PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS**

### **SECTION 1. PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS**

No member, director, officer, employee, or other person connected with this corporation, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, however, that this provision shall not prevent payment to any such person of reasonable compensation for services performed for the corporation in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these bylaws and is fixed by resolution of the board of directors; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the corporation. All

members, if any, of the corporation shall be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the corporation, whether voluntarily or involuntarily, the assets of the corporation, after all debts have been satisfied, shall be distributed as required by the articles of incorporation of this corporation and not otherwise.

## **ARTICLE 12. MEMBERS**

### **SECTION 1. DETERMINATION OF MEMBERS**

If this corporation makes no provision for members, then, pursuant to Section 5310(b) of the Nonprofit Public Benefit Corporation Law of the State of California, any action which would otherwise, under law or the provisions of the articles of incorporation or bylaws of this corporation, require approval by a majority of all members or approval by the members, shall only require the approval of the board of directors.

## **WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS**

We, the undersigned, are all of the persons named as the initial directors in the articles of incorporation of ICAPS, Inc. a California nonprofit corporation, and, pursuant to the authority granted to the directors by these bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing bylaws, consisting of nineteen (19) pages, as the bylaws of this corporation.

Dated: June 4, 2004

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Malik Ghallab, President

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Craig Knoblock, Treasurer

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Sam Steel, Conference Liaison

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Susanne Biundo, Director

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Amedeo Cesta, Director

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Steve Chien, Director

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Enrico Giunchiglia, Director

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Joachim Hertzberg, Director

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Subbarao Kambhampati, Director

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Nicola Muscettola, Director

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Reid Simmons, Director

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Steve Smith, Director

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Paolo Traverso, Director

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Manuela Veloso, Director

## CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the bylaws of the corporation named in the title thereto and that such bylaws were duly adopted by the board of directors of said corporation on the date set forth below.

Dated: June 4, 2004

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Craig A. Knoblock, Treasurer

# AMENDMENTS

## Amendment to Article 3, Section 7 (Place of Meetings)

**Year Changed:** 2004.

**Original text:** Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such place within or without the State of California which has been designated from time to time by resolution of the board of directors. In the absence of such designation, any meeting not held at the principal office of the corporation shall be valid only if held on the consent of all directors given either before or after the meeting and filed with the secretary of the corporation or after all board members have been given written notice of the meeting as hereinafter provided for special meetings of the board.

**Change:** The place of meeting may be determined without unanimous written consent.

*Note: This removes the prior constraint that meetings not held at the principal office required unanimous consent.*

## Amendment to Article 3, Section 10 (Notice of Special Meetings)

**Year Changed:** 2004.

**Change:** Special meetings now require *four (4) days' notice*, replacing "48 hours."

*Note: This change is already reflected in the bylaws.*

## Amendment to Article 4, Section 2 (Officer Eligibility)

**Year Changed:** 2006.

**Original text:** All current members whose remaining term as a director is not shorter than four years for President elect and two years for the two other officers are eligible.

**Change:** All current members whose remaining term as a director is not shorter than two years are eligible. In the case of President Elect, if a director is elected and has less than four years remaining as director, then his/her term will be extended as required to fulfill the four year term.

## Amendment to Article 3, Section 8 (Election of New Directors)

**Year Changed:** 2008 (email votes reported at meeting).

**Original text:** The organizers of each ICAPS conference will nominate the candidates for the two new members of board of directors each year. At least 120 days prior to the commencement of the ICAPS conference in a given year the ICAPS president shall solicit three nominees from the conference organizers. The candidates for directors will presumably, but not necessarily be from among the organizers. At least 90 days prior to the commencement of the ICAPS conference in a

year, the organizers of the conference shall nominate three candidates. At the annual meeting, each nominated candidate must first be concurred by a majority of the directors. Each director shall cast two votes, with voting being by ballot only. The candidates receiving the highest number of votes shall be elected. Any remaining vacancies will be filled by the vacancies provisions specified below.

**Change:** Each year the board of directors will elect two new members to the board. The candidates for these positions will be the conference and program chairs for the conference that year. If there are fewer than four conference and program chairs or one or more of the conference and program chairs decline to be nominated, the President will solicit additional nominees from the board of directors. These additional nominees must be drawn from the conference and program chairs from prior years. At or before the annual meeting, each nominated candidate must first be concurred by a majority of the directors. Then each director shall cast two votes, with voting being by ballot only. The candidates receiving the highest number of votes shall be elected. A tie will be decided by a runoff election. Any remaining vacancies will be filled by the vacancies provisions specified below.

## **Amendment to Article 1, Section 1 (Principal Office)**

**Year Changed:** 2009.

**Change:** Principal office updated to *San Mateo County, California*.

*Note: This change already reflected in the bylaws and was also passed in 2010; see the 2010 amendment.*

## **Amendment to Article 3, Section 8 (Timing of Council Meeting)**

**Year Changed:** 2009.

**Change:** Council meeting date changed to *the day before the ICAPS conference*.

*Note: This amendment was superseded in 2010 (see the 2010 amendment).*

## **Amendment to Article 4, Section 2 (Officer Elections)**

**Year Changed:** 2010.

**Original text:** Election of ICAPS officers takes place on even years, except in the case of resignation. All current members whose remaining term as a director is not shorter than four years for President elect and two years for the two other officers are eligible. Approximately 90 days prior to the ICAPS conference the President shall solicit nominations from the directors.

**Change:** Each year, the board of directors will hold elections to replace the ICAPS officers whose terms expire that year or to replace officers who resign. All current members whose remaining term as a director is not shorter than two years are eligible. As an exception to this rule, existing officers are eligible to be candidates for the position they hold, even if they have less than two years left

to serve as directors. When an existing officer is elected for another term, that term will expire two years later or when his or her term as director expires, whichever occurs first. In the case of President Elect, if a director is elected and has less than four years remaining as director, then his or her term will be extended as required to fulfill the four year term.

## **Amendment to Article 1, Section 1 (Principal Office)**

**Year Changed:** 2010.

**Change (replacement of all text):** Principal office confirmed as *San Mateo County, California*.

*Note: To coincide with AAAI's location and is already reflected in the bylaws; see the nearly identical 2009 amendment.*

## **Amendment to Article 3, Section 8 (Regular and Annual Meetings)**

**Year Changed:** 2010.

**Original text:** Regular meetings of directors shall be held on the second day of the annual ICAPS meeting at 6PM local time.

**Change:** Regular meetings of directors shall be held *during the annual ICAPS meeting*.

*Note: This change is already reflected in the bylaws.*

## **Amendment to Article 6, Section 1 (Execution of Instruments)**

**Year Changed:** 2010.

**Original text:** The President and Treasurer are authorized to spend up to \$500 each year and to advance up to \$10,000 to the organizers of upcoming ICAPS conferences that have been selected by the board without a specific resolution by the board.

**Change:** The President and Treasurer are authorized to spend \$10,000 each year and advance up to \$50,000 to the organizers of upcoming ICAPS conferences that have been selected by the board without a specific resolution by the board.

*Note: This change is already reflected in the bylaws.*

## **Amendment to Article 6, Section 2 (Checks and Notes)**

**Year Changed:** 2010.

**Original text:** Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the treasurer and countersigned by the president of the corporation.

**Change:** Except as otherwise specifically determined by resolution of the board of directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by (a) the treasurer, or (b) an agent of the corporation that has been authorized by the board of directors, under the direction of the treasurer.

*Note: This change is already reflected, with slightly different wording, in the bylaws.*

## **Amendment to Article 7, Section 1 (Maintenance of Corporate Records—location)**

**Year Changed:** 2010.

**Original text:** The corporation shall keep at its principal office in the State of California:

**Change:** The corporation shall keep at its principal office in the State of California or on its website:

*Note: This change is already reflected in the bylaws.*

## **Amendment to Article 4, Section 2 (Officer Elections)**

**Year Changed:** 2016.

**Change:** The President Elect position is not renewable. Each year, the board of directors will hold elections to replace the ICAPS officers whose terms expire that year or to replace officers who resign. All current members whose remaining term as a director is not shorter than two years are eligible with the following exceptions:

1. As an exception to this rule, existing officers are eligible to be candidates for the position they hold, even if they have less than two years left to serve as directors. When an existing officer is elected for another term, that term will expire two years later or when his or her term as director expires, whichever occurs first.
2. In the case of President Elect, if a director is elected and has less than four years remaining as director, then his or her term will be extended as required to fulfill the four year term.
3. In the case of President Elect, if an exhaustive effort has determined that there are no willing nominees among current directors with two or more years remaining in their term, directors with one year remaining will be deemed eligible for nomination. In case of election, such a director's term will be extended as described above.

*Note: Adds a third exception and formats eligibility as a list.*

## **Amendment to Article 4, Section 2 (Officer Elections)**

**Year Changed:** 2024.



**Original text:** The changeover of officers and directors will take place at the conclusion of the ICAPS annual meeting. President-elect becomes president at the ICAPS conference two years following his or her election. If for any reason there is no ICAPS in the year in question, then June 1st is the reference date for the changeover.

**Change:** The changeover of officers and directors will take place at the conclusion of the ICAPS annual meeting after their election, with the new officers officially assuming their roles immediately following this meeting. The President-elect becomes President two years following their election, at the conclusion of the day on which the annual directors' meeting is held. If there is no ICAPS in the year in question, then June 1st is the reference date for the changeover. *Note: Clarifies when the President-elect becomes President.*